



Resolution No.: Resolution No.: 02 -AC Meeting held on 29<sup>th</sup> January,2022.

## **Bharatiya Vidya Bhavan's**

**M. M. College of Arts, N.M. Institute of Science,  
H.R.J. College of Commerce. (Bhavan's College)  
Autonomous**

**(Affiliated to University of Mumbai)**



**Syllabus for: S.Y.B.A (POLITICAL SCIENCE  
PAPER II & III)**

**Program: B.A.  
Program Code: BH.UA**

**Course Code: (BH.UAPOL)**

**Choice Based Credit System (CBCS)**

**with effect from academic year 2022-23**



### PROGRAM OUTCOMES

<b>PO</b>	<b>PO Description</b> <b>A student completing Bachelor’s Degree in Arts program will be able to :</b>
<b>PO-1</b>	Apply knowledge and experience to foster personal growth and better appreciation of the diverse social world in which we live.
<b>PO-2</b>	communicate competently through writing, reading, speaking, and to be able to connect to the world in a meaningful way
<b>PO-3</b>	Acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible citizen
<b>PO4</b>	Develop a knowledge base sufficient to appear for various competitive examinations or choose the post graduate program of their choice
<b>PO5</b>	Develop an awareness for human values to enable them to deal with various problems in life with courage and humanity.
<b>PO6</b>	Increase their understanding of the culture and art and contribute to the society by being able to generate solutions for social, political issues at Individual and societal level

### PROGRAM SPECIFIC OUTCOMES

<b>PSO</b>	<b>DESCRIPTION</b>
	<b>A student completing Bachelor’s Degree in B.A. program in the subject of Political science will be able to</b>
<b>PSO-1</b>	Join real time politics, and contest actual elections.
<b>PSO-2</b>	Be capable of Joining Civil and Military Services & other Parliamentary posts
<b>PSO-3</b>	Obtain an opening in journalism and can also be choosen as OSD officer
<b>PSO-4</b>	give their contribution in socio-political development of region, state, country.
<b>PSO5</b>	give critical analysis respective of their subject to organizations like Indian Defense Strategic Analysis, where opportunities are available to lead discussions on Foreign Policy, Diplomatic tactics, propaganda technique ,International media coverage about India and image building of India at various International platforms..



### PROGRAM OUTLINE

YEAR	SEMESTER	COURSE CODE	Course title	CREDITS
FYBA	I	BH.UAPOL 101	Indian politics -1	3
FYBA	II	BH.UAPOL 201	Indian politics -2	3
SYBA	III	BH.UAPOL 301	Principles & concepts of political theory	3
SYBA	III	BH.UAPOL 302	Introduction to public administration	3
SYBA	IV	BH.UAPOL 401	Political values and ideologies	3
SYBA	IV	BH.UAPOL 402	Introduction to Indian administration	3
TYBA	V	BH.UAPOL 501	World politics	4
TYBA	V	BH.UAPOL 502	Western political thought	4
TYBA	V	BH.UAPOL 503	Politics of modern Maharashtra	4
TYBA	VI	BH.UAPOL 601	India in world politics	4
TYBA	VI	BH.UAPOL 602	Indian political thought	4
TYBA	VI	BH.UAPOL 603	Determinants of politics of Maharashtra	4

### DETAILED SYLLABUS – SEMESTER III

#### POLITICAL SCIENCE PAPER III- PUBLIC ADMINISTRATION

Students learning the Political Science course at the SYBA level shall acquire the fundamental knowledge of Political Science as well as its applications in various areas in life. At SYBA Political Science course have two papers: paper II Political theory -Sub-Title-Principles and Concepts of Political Theory and paper III Public Administration- Sub -Title -Public Administration. This foundation course shall facilitate development to knowledge and ability to explain, compare, contrast and apply the various basic concepts in Political Science and the theories related to political scenarios. The student will be able to demonstrate an understanding of the core Public Administration theories, the branches of the government and the social dynamics of Indian Administration. The course will also help the students to develop awareness among students about Public Administration and Indian Administration. Public Administration which is core syllabus of each and every competitive examination held in India.

This program caters to the need to create an orientation for further learning in the area of Political Science. It focuses on knowledge and skill-based learning. The students who discover their inclination in this discipline will be able to make decisions about their future career preferences based on the learning during this course.

<b>Programme: B.A.</b>		<b>Semester: III</b>	
<b>Course: S.Y.B.A. Paper III Public Administration [ Sub-Title-Public Administration]</b>		<b>Course Code: BH.UAPOL401</b>	
<b>Teaching Scheme</b>		<b>Evaluation Scheme (Theory)</b>	



Lecture (Periods per week)	Practical (Periods per week per batch)	Tutorial (Periods per week per batch)	Credits (Theory +Practical )	Continuous Internal Assessment (CIA)	End Semester Examination (ESE)
03	NIL	NIL	03	(Marks - 40)	(Marks: 60)
<b>Pre-requisites: FYBA PASSING</b>					
<b>Course Objectives: Public Administration is one of the important branches of the discipline of Political Science. This course will guide the students in understanding the basic concepts and principles of Public Administration.</b>					
<b>Course Outcomes:</b> A learner after successfully attempting this course will be able to 1. Attempt UPSC , MPSC exam as POLITICS as core subject for every competitive exam					
<b>Detailed syllabus</b>					
Units	Detailed descriptions				Lecture period /unit
1	Introduction to Public Administration 1.1 Meaning, Scope and Significance 1.2 Evolution of Public Administration as a Discipline 1.3 Public Administration in the Age of Liberalization, Privatization and Globalization				15
2	Theories of Administration 2.1 Scientific Management Theory-F.W.Taylor 2.2 Bureaucratic Theory- Max Weber 2.3 Human Relations Theory-Elton Mayo				15
3	Basic Principles and Theories of Organization 3.1 Hierarchy, Delegation, Centralization-Decentralization 3.2 Motivation Theories -McGregor, Mc Clelland 3.3 Leadership Theories- Trait theory, Contingency theory				15
4	Contemporary Techniques and Practices in Administration 4.1 Good Governance 4.2 E-Governance 4.3 Public-Private Partnership				15
<b>TOTAL</b>					<b>60</b>
<b>Text books</b> <b>Public Administration and Indian Administration</b> <b>Authors-Mahesh Bhagwat</b> <b>Sheth Publisher</b>					



<p><b>Reference books</b></p> <p>1.Administrative Thinkers,D. Ravindra Prasad,,1980.</p> <p>2.Handbook on Public Administration by Routledge publication,12 Jan 2021</p> <p>3.Handbook of Public Administration by James L. Perry and Robert K .Chrstensen</p> <p>4.Governance in India,book by M.Laxmikant, Delhi ,2011.</p> <p>5.Encyclopedia of Public Administration and Public Policy-volumn 1 of 2,by Jack Rabin ,2003</p>
<p><b>Self study topics .</b>  <b>Daily Newspapers at least any two.</b></p>

**DETAILED SYLLABUS – SEMESTER IV**

**SYBA PAPER II POLITICAL THEORY-SUB-TITLE-POLITICAL VALUES AND IDEOLOGIES**

<b>Programme: B.A.</b>				<b>Semester: IV</b>	
<b>Course: S.Y.B.A. PUBLIC ADMINISTRATION PAPER III [SUB-TITLE- ADMINISTRATION]</b>				<b>Course Code: BH.UAPOL402</b>	
<b>Teaching Scheme</b>				<b>Evaluation Scheme (Theory)</b>	
<b>Lecture (Periods per week)</b>	<b>Practical (Periods per week per batch)</b>	<b>Tutorial (Periods per week per batch)</b>	<b>Credits (Theory +Practical )</b>	<b>Continuous Internal Assessment (CIA)</b>	<b>End Semester Examination (ESE)</b>
03	NIL	NIL	03	(Marks - 40)	(Marks: 60)
<b>Course Objectives:</b> Indian Administration is core important discipline of Political Science. This course provide opportunity to enhance knowledge of each student.					
<b>Course Outcomes:</b> After successful completion of the course, the learner should be able to: 1. Understand the need to study further about Indian Administration as students and develop themselves as bright scholars as collector,ambassadors, diplomats, researchers, academicians, columnist, etc					



<b>Detailed syllabus</b>		
<b>Units</b>	<b>Detailed descriptions</b>	<b>Lecture period /unit</b>
<b>1</b>	INTRODUCTION TO INDIAN ADMINISTRATIO 1.1 SALIENT FEATURES OF INDIAN ADMINISTRATION 1.2 DISTRICT ADMINISTRATION SINCE INDEPENDENCE 1.3 CHANING ROLE OF DISTRICT COLLECTOR	<b>15</b>
<b>2</b>	<b>Personnel Administration</b> <b>2.1 Recruitment: All India Services, Central Services, State Services</b> <b>2.2 Public Service Commission: Union Public Service Commission and Maharashtra Public Service Commission</b> <b>2.3 Training: All India Services, Central Services ,State Services ( Maharashtra )</b>	<b>15</b>
<b>3</b>	<b>Financial Administration</b> <b>3.1 Budgetary Process</b> <b>3.2 Parliamentary Committees: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings</b> <b>3.3 Comptroller and Auditor General</b>	<b>15</b>
<b>4</b>	<b>Contemporary Issues in Indian Administration:</b> <b>4.1 Integrity in Administration: Lokpal , Lokyukta, CVC</b> <b>4.2 Citizen and administration</b> <b>4.3 Citrizen’s Charter</b>	<b>15</b>
	<b>TOTAL</b>	<b>60</b>

References:

- 1.Administrative Thinkers,D. Ravindra Prasad,,1980.
- 2.Handbook on Public Adminitration by Routledge publication,12 Jan 2021
- 3.Handbook of Public Addministration by James L. Perry and Robert K .Chrstensen
- 4.Governance in India,book by M.Laxmikant, Delhi ,2011.
- 5.Encyclopedia of Public Administratio and Public Policy-volumn 1 of 2,by Jack Rabin ,2003

**Self study topics**

1. Indian National Security policy..

If student want to study further ,I will recommend this to read.

### Modality of Assessment

#### Theory Examination Pattern:

##### A) Internal Assessment- 40%- 40 Marks

Sr No	Evaluation type	Marks
1	Internal Class Test with Objective type questions and Short Notes	20
2	One Assignment with Viva-Voce	20
	<b>TOTAL</b>	<b>40</b>

#### Assignment types can include:

Any one of the following – 20 Marks

- a) Assignment and Presentation
- b) Field work and Report
- c) Study Tour and Report
- d) Group Discussion
- e) PPT Presentations

##### B) External Examination- 60%- 60 Marks Semester End

###### Theory Examination: 60 marks

Duration - These examinations shall be of **2 hours** duration.

###### ESE EXTERNAL EXAM PAPER PATTERN (60 MARKS)

- Q.1. Any 2 questions out of 3 on Module 1 (12 marks)
- Q.2. Any 2 questions out of 3 on Module 2 (12 marks)
- Q.3. Any 2 questions out of 3 on Module 3 (12 marks)
- Q.4. Any 2 questions out of 3 on Module 4 (12 marks)
- Q.5. Any 2 questions out of 3 all modules (12marks)

### Semester I & II



Course	101			102			Grand Total
	Internal	External	Total	Internal	External	Total	
Theory	40	60	100	40	60	100	200

**Rubrics of evaluation for ESE**

Unit	Knowledge	Understanding	Analysis & critical thinking	Total marks/unit
1	04	05	03	12
2	04	05	03	12
3	04	05	03	12
4	04	05	03	12
5	04	05	03	12
Total per objective	12	24	24	60

**Rubrics of evaluation for CIA-2 assignment : Presentation/debate**

Class: \_\_\_\_\_ Roll No \_\_\_\_\_ Topic \_\_\_\_\_

Parameters	Max Marks	80 – 100% Excellent	60 -80% Good	40 – 60% Satisfactory	20 – 40% Poor	0-20% very poor
<b>CONTENT</b>	10					
Content: Introduction –	02					
Content: Development	03					
Content:– Conclusion -	03					
Content: - Bibliography	02					
<b>Effective communication skill</b>	10					
Language, Style and Structure;	05					





Teaching aids;	05					
Total	20					

Name of evaluator- Dr Rutuja Bhagwan Holkar